



MEMORANDUM

To: Board of Directors

Cc: Bill Boyles, Esquire
Aluino Ochoa, M.D., President/Medical Staff

From: George Mikitarian
President/CEO

Subject: Board/Committee Meetings – March 6, 2017

Date: February 27, 2017

The Ad Hoc Credentials Review Committee will meet at 11:30 a.m. on Monday, March 6, 2017, where the Committee will review credentialing and privileging files as they relate to medical staff appointment/reappointment.

The Education Committee will convene at noon, which will be followed by the Quality, Budget and Finance Committee, and then Executive Committee meetings. City Manager, Scott Larese, if available, will be giving the City Council liaison report at the Quality Committee.

The Board of Directors will meet in executive session no earlier than 1:30 p.m. Following the Board of Directors Executive Session, the Board of Directors regularly scheduled meeting will be held immediately following, however no earlier than 3:00 p.m.

The Planning Committee meeting has been canceled.

Members:

Michael Sitowitz, Chairman (July 1, 2014-June 30, 2017)

Michael Allen, Vice-Chairman (July 1, 2016 – June 30, 2019)

Stan Retz (January 1, 2016-December 31, 2019)

Roberta Chaildin (July 1, 2016 – June 30, 2019)

Dawn Hohnhorst (April 1, 2016 – March 31, 2019)

Warren Berry (January 1, 2016- December 31, 2019)

PARRISH MEDICAL CENTER
PENSION ADMINISTRATIVE COMMITTEE
MARCH 6, 2017 @ 10:15 A.M.
EXECUTIVE CONFERENCE ROOM

CALL TO ORDER

- I. Public Comments
- II. Pension Investment Assumption Rate – Douglas Lozen – Foster & Foster

Motion: To recommend the Board of Directors approve reducing the investment assumption rate for the Defined Benefit Plan from 8.0% to 7.6% effective with

- *The actuarial impact statement for the plan freeze and*
- *The GASB 67/68 September 30, 2016 measure date*

- III. Adjournment

Members:

Stan Retz, Chairman
Peggy Crooks
Herman Cole
Elizabeth Galfo, M.D.
Jerry Noffel

TENTATIVE AGENDA
AUDIT COMMITTEE
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
MARCH 6, 2017 11:00 A.M.
EXECUTIVE CONFERENCE ROOM

Call to Order

- I. Review and approval of minutes (January 9, 2017)

Motion: To recommend approval of the January 9, 2017 minutes as presented.

- II. Public Comments
- III. Update-Revenue Cycle – Mr. Sitowitz
- IV. Corporate Compliance Update – Anual Jackson
- V. Adjournment

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
AUDIT COMMITTEE**

A regular meeting of the Audit Committee of the North Brevard County Hospital District operating Parrish Medical Center was held on January 9, 2017 at 11:05 a.m. in the Executive Conference Room. The following members were present:

Stan Retz, Chairperson
Herman Cole
Peggy Crooks
Elizabeth Galfo M.D

Other Attendees:

Michael Sitowitz
Pamela Perez
Anual Jackson
Shawn Newberry
Rob Wildermuth
Jeff Goolsby, Moore Stephens, Lovelace

Call to Order

Mr. Retz called the meeting to order at 11:05 a.m.

Review and Approval of Minutes

The following motion was made by Mr. Cole, seconded by Ms. Galfo, and approved without objection.

Action Taken: Motion to approve the minutes of the November 7, 2016 meeting as presented.

Public Comment

No public comment

FY 2016 Audit Report

Jeff Goolsby from Moore, Stephens and Lovelace updated the Committee with the Audit on the following items:

- Cash Collections
- No Adjusting Journal Entries
- No Disagreements with Management

AUDIT COMMITTEE

November 7, 2016

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- No Formal Recommendations/Audit Comments
- No Formal Recommendations from the IT audit that was completed

The following motion was made by Ms. Crooks, seconded by Ms. Galfo, and approved without objection.

Action Taken: Motion To recommend the Board of Directors approve the Fiscal Year 2016 Audited Financial Statements, Report on Compliance and Internal Controls, Management Letter, the Debt Compliance Letter and Investment Compliance Letter.

Update Revenue Cycle

Mr. Sitowitz gave an overview of the following:

- Monthly cash collection goal was met at a 100%
- Overall A/R days are down from 53 to 52 days
- DNFB at September 30, 2016 was at \$13.6 mil
- Days cash on hand now at 251 days

Corporate Compliance Update

Mr. Jackson updated the committee on some areas of government agency audits which include the following:

- OIG Exclusion List was completed in Nov/Dec. No employees found on the state or national lists
- Compliance Hotline has received 60 items and 55 have been closed. Will provide the committee a report out at the next meeting
- In the process of finalizing audit work plan for 2016

Executive Session

The committee dismissed PMC employees and guests from the room at 11:40am so that they could meet with the Auditor.

Adjournment

There being no further business, the meeting adjourned at 12:05 p.m.

Stan Retz, Chairperson

EDUCATION COMMITTEE

Billie Fitzgerald, Chairperson
Herman A. Cole, Jr. (ex-officio)
Elizabeth T. Galfo, M.D.
Robert L. Jordan, Jr., C.M.
Maureen Rupe, Vice Chairperson
Ashok Shah, M.D.
Aluino Ochoa, M.D.
George Mikitarian, President/CEO (Non-voting)

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
EDUCATIONAL, GOVERNMENTAL AND COMMUNITY RELATIONS COMMITTEE
MONDAY, MARCH 6, 2017
NOON
EXECUTIVE CONFERENCE ROOM**

CALL TO ORDER

- I. Election of Chairperson & Vice Chairperson
- II. Yellow Belt Certification – Mr. Paul Fender
- III. Other
- IV. Executive Session (if necessary)

ADJOURNMENT

NOTE: IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE EDUCATION COMMITTEE WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, HE/SHE WILL NEED A RECORD OF PROCEEDINGS AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE A VERBATIM RECORD OF THE PROCEEDINGS IS MADE AND THAT THE RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

PERSONS WITH A DISABILITY WHO NEED A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT MS. LISA CAVALLERO, EXECUTIVE DIRECTOR OF SUPPORT SERVICES, AT 951 NORTH WASHINGTON AVENUE, TITUSVILLE, FLORIDA 32796, AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. FOR INFORMATION CALL (321) 268-6190 OR (321) 383-9829 (TDD).

THIS NOTICE WILL FURTHER SERVE TO INFORM THE PUBLIC THAT MEMBERS OF THE BOARD OF DIRECTORS OF NORTH BREVARD MEDICAL SUPPORT, INC. MAY BE IN ATTENDANCE AND MAY PARTICIPATE IN DISCUSSIONS OF MATTERS BEFORE THE NORTH BREVARD COUNTY HOSPITAL DISTRICT BOARD OF DIRECTORS EDUCATIONAL, GOVERNMENTAL AND COMMUNITY RELATIONS COMMITTEE. TO THE EXTENT OF SUCH DISCUSSION, A JOINT PUBLIC MEETING OF THE NORTH BREVARD COUNTY HOSPITAL DISTRICT, BOARD OF DIRECTORS EDUCATIONAL, GOVERNMENTAL AND COMMUNITY RELATIONS COMMITTEE AND NORTH BREVARD MEDICAL SUPPORT, INC. SHALL BE CONDUCTED.

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
EDUCATIONAL, GOVERNMENTAL AND COMMUNITY RELATIONS
COMMITTEE**

A regular meeting of the Educational, Governmental and Community Relations Committee of the North Brevard County Hospital District operating Parrish Medical Center was held on January 9, 2017 in the Executive Conference Room, Second Floor. The following members were present:

Billie Fitzgerald, Chairperson
Herman A. Cole, Jr.
Elizabeth T. Galfo, M.D.
Robert L. Jordan, Jr., C.M.
George Mikitarian (non-voting)
Aluino Ochoa, M.D.
Maureen Rupe, Vice Chairperson
Ashok, Shah, M.D.

Member(s) Absent:
None

A copy of the attendance roster of others present during the meeting is appended to the file copy of these minutes.

CALL TO ORDER

Ms. Fitzgerald called the meeting to order at 12:05 p.m.

REVIEW AND APPROVAL OF MINUTES

The following motion was made by Mr. Jordan, seconded by Dr. Galfo and approved (5 ayes, 0 nays, 0 abstentions). Dr. Deukmedjian was not present when the vote was taken.

ACTION TAKEN: MOTION TO APPROVE THE MINUTES OF THE MARCH 7, 2016 MEETING AS PRESENTED.

YELLOW BELT CERTIFICATION

Mr. Mikitarian noted that as part of the required annual Board education, Mr. Paul Fender would be presenting the Lean 6 Sigma process, and explaining the indicators and metrics. At the conclusion of the module (broken into six one-hour sessions), members would be Yellow Belt certified. Copies of the PowerPoint slides are appended to the file copy of these minutes.

OTHER

No other items were presented.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 1:06 p.m.

Billie Fitzgerald
Chairperson

QUALITY COMMITTEE

Herman A. Cole, Jr. (ex-officio)
Peggy Crooks
Billie Fitzgerald
Elizabeth Galfo, M.D.
Robert L. Jordan, Jr., C.M.
George Mikitarian (non-voting)
Jerry Noffel
Aluino Ochoa, M.D., President/Medical Staff
Stan Retz, CPA
Maureen Rupe
Ashok Shah, M.D.
Patricia Alexander, M.D., Designee
Kenneth McElynn, M.D., Designee
Christopher Manion, M.D., Designee
Khalid Siddiqui, M.D.
Pamela Tronetti, D.O., Designee

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
QUALITY COMMITTEE
MONDAY, MARCH 6, 2017
IMMEDIATELY FOLLOWING EDUCATION COMMITTEE
EXECUTIVE CONFERENCE ROOM**

CALL TO ORDER

- I. Election of Chairperson & Vice Chairperson
- II. Approval of Minutes
Motion to approve the minutes of the January 9, 2017 meeting.
- III. Vision Statement
- IV. Public Comment
- V. Dashboard Review
- VI. TJC – Leadership Standards
- VII. Other
- VIII. Executive Session (if necessary)

ADJOURNMENT

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PERSONS WITH A DISABILITY WHO NEED A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT MS. LISA CAVALLERO, EXECUTIVE DIRECTOR OF SUPPORT SERVICES, AT 951 NORTH WASHINGTON AVENUE, TITUSVILLE, FLORIDA 32796, AT LEAST FORTY EIGHT (48) HOURS PRIOR TO THE MEETING. FOR INFORMATION CALL (321) 268-6190 OR (321) 383-9829 (TDD). THIS NOTICE WILL FURTHER SERVE TO INFORM THE PUBLIC THAT MEMBERS OF THE BOARD OF DIRECTORS OF NORTH BREVARD MEDICAL SUPPORT, INC. MAY BE IN ATTENDANCE AND MAY PARTICIPATE IN DISCUSSIONS OF MATTERS BEFORE THE NORTH BREVARD COUNTY HOSPITAL DISTRICT BOARD OF DIRECTORS EDUCATIONAL, GOVERNMENTAL AND COMMUNITY RELATIONS COMMITTEE. TO THE EXTENT OF SUCH DISCUSSION, A JOINT PUBLIC MEETING OF THE NORTH BREVARD COUNTY HOSPITAL DISTRICT, BOARD OF DIRECTORS EDUCATIONAL, GOVERNMENTAL AND COMMUNITY RELATIONS COMMITTEE AND NORTH BREVARD MEDICAL SUPPORT, INC. SHALL BE CONDUCTED.

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
QUALITY COMMITTEE**

A regular meeting of the Quality Committee of the North Brevard County Hospital District operating Parrish Medical Center was held on January 9, 2017 in the Executive Conference Room. The following members were present.

Herman A. Cole, Jr., Chairman
Peggy Crooks
Billie Fitzgerald
Elizabeth Galfo, M.D.
Robert L. Jordan, Jr., C.M.,
George Mikitarian (non-voting)
Jerry Noffel
Aluino Ochoa, M.D.
Stan Retz, CPA
Maureen Rupe
Ashok Shah, M.D.

Member(s) Absent:

Nabil Itani, D.O. (excused)
Ravi Rao, M.D. (excused)
Joseph Rojas, M.D. (excused)

CALL TO ORDER

Mr. Cole called the meeting to order at 1:06 p.m.

TITUSVILLE CITY COUNCIL LIAISON

Mr. Scott Larese, City Manager addressed and updated the committee on the status of the city bus shelters; new Marriott property at I-95 & Cheney; planting downtown; wayfinding signs; splash pad is behind schedule 4 weeks; and a potential civic center and where best to place it.

REVIEW AND APPROVAL OF MINUTES

Discussion ensued and the following motion was made by Mr. Jordan, seconded by Dr. Galfo and approved (10 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 7, 2016 MEETING AS DISTRIBUTED.

VISION STATEMENT

Mr. Loftin summarized the committee's vision statement.

PUBLIC COMMENTS

No public comments were made.

QUALITY DASHBOARD REVIEW

Mr. Loftin reviewed the Value Dashboard included in the agenda packet and discussed each indicator score as it relates to clinical quality and cost. Copies of the PowerPoint slides presented are appended to the file copy of these minutes.

THE JOINT COMMISSION LEADERSHIP STANDARDS

Mr. Loftin reminded the committee that PMC is due for the triennial Joint Commission survey in January, 2018. He noted that due to the possibility of that schedule running three months ahead of schedule, that PMC will be ready by September 1. He noted that over the next several months, he would be reviewing the Leadership Standards with the Committee.

OTHER

Mr. Loftin shared with the Committee that the CEO of SafeCare Group announced the 2017 top 100 hospitals. He noted that in the past there were 3 categories according to bed size. This year, SafeCare grouped them all together in a top 100. PMC has again made the top 100 list. There are only two other Florida hospitals on this list.

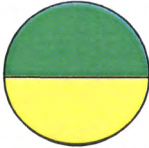
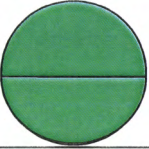
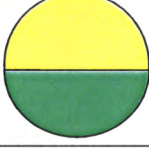
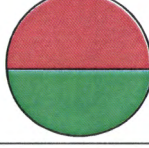
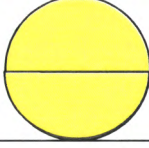
Mr. Jordan noted that he would like to see more physicians attend the Quality Committee.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:19 p.m.

Herman A. Cole, Jr.
Chairman

Board Value Dashboard: February 2017

Core Measures*	
Hospital Acquired Conditions	
Patient Experience	
E.D. Care	
Readmission	

CMS/IHI Triple Aim

- Better Care For Individuals
- Better Health for Populations
- Lower Costs Through Improvement

Value= Quality/Cost



(Most current 3 months of data; November, December, January)

FINANCE COMMITTEE MEMBERS:

Stan Retz, Chairperson

Peggy Crooks, Vice Chairperson

Jerry Noffel

Elizabeth Galfo, M.D.

Robert Jordan

Billie Fitzgerald

Herman Cole (ex-officio)

George Mikitarian, President/CEO (non-voting)

Aluino Ochoa, M.D., (alternate)

**TENTATIVE AGENDA
BUDGET & FINANCE COMMITTEE MEETING - REGULAR
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
MONDAY, MARCH 6, 2017
EXECUTIVE CONFERENCE ROOM
(IMMEDIATELY FOLLOWING QUALITY COMMITTEE)
SECOND FLOOR, ADMINISTRATION**

CALL TO ORDER

I. Election of Vice Chairperson

II. Review and approval of minutes (January 09, 2017)

Motion: To recommend approval of the January 09, 2017 minutes as presented.

III. Public Comments

IV. Report from Titusville City Council Liaison- Scott Larese

V. Financial Review – Mr. Sitowitz

VI. Meditech Authorization and Referral Management – Debbie Davis & LeeAnn Cottrell

Motion: To recommend the Board of Directors approve the proposed, unbudgeted, Meditech Authorization and Referral Management project at a total not-to-exceed capital cost of \$58,000.

VII. Tube System Upgrade – Robert Dillow

Motion: To recommend the Board of Directors approve the purchase of the tube system upgrades (Project #17-661-01) at a total cost not to exceed the budgeted amount of \$199,500.

VIII. Pension Investment Assumption Rate – Mr. Sitowitz

Motion: *To recommend the Board of Directors approve reducing the investment assumption rate for the Defined Benefit Plan from 8.0% to 7.6% effective with*

- *The actuarial impact statement for the plan freeze and*
- *The GASB 67/68 September 30, 2016 measure date*

IX. Disposal

Motion: *To recommend to the Board of Directors to declare the equipment listed in the requests for Disposal of Obsolete or Surplus Property Forms as surplus and obsolete and dispose of same in accordance with FS274.05 and FS274.96.*

X. Executive Session (if necessary)

ADJOURNMENT

NOTE: IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE FINANCE COMMITTEE WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, HE/SHE WILL NEED A RECORD OF PROCEEDINGS AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE A VERBATIM RECORD OF THE PROCEEDINGS IS MADE AND THAT THE RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

PERSONS WITH A DISABILITY WHO NEED A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT MS. LISA CAVALLERO, EXECUTIVE DIRECTOR, AT 951 NORTH WASHINGTON AVENUE, TITUSVILLE, FLORIDA 32796, AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. FOR INFORMATION CALL (321) 383-9829 (TDD).

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**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
BUDGET AND FINANCE COMMITTEE**

A regular meeting of the Budget and Finance Committee of the North Brevard County Hospital District operating Parrish Medical Center was held on January 9, 2017 in the Executive Conference Room. The following members, representing a quorum, were present:

Stan Retz, Chairman
Herman A. Cole, Jr.
Peggy Crooks, Vice Chairman
Elizabeth Galfo, M.D.
Christopher Manion, M.D.
George Mikitarian (non-voting)
Jerry Noffel
Aluino Ochoa, M.D.

Member(s) Absent:
None

A copy of the attendance roster of others present during the meeting is appended to the file copy of these minutes.

CALL TO ORDER

Mr. Retz called the meeting to order at 2:26 p.m.

REVIEW AND APPROVAL OF MINUTES

Discussion ensued and the following motion was made by Dr. Galfo, seconded by Dr. Manion and approved (7 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO APPROVE THE NOVEMBER 7, 2016 MEETING, AS PRESENTED.

PUBLIC COMMENTS

No public comments made.

FINANCIAL REVIEW

Mr. Sitowitz summarized the November 2016 financial statements.

SPACE COAST HOSPITAL SERVICES

Mr. Sitowitz shared with the committee that all outstanding issues with the laundry service have been addressed and after much anticipation, it was ready to be dissolved. Discussion ensued and the following motion was made by Dr. Galfo, seconded by Ms. Crooks and approved (7 ayes, 0 nays, 0 abstentions)

ACTION TAKEN: MOTION TO RECOMMEND TO THE BOARD OF DIRECTORS TO APPROVE THE DISSOLUTION AGREEMENT FOR SPACE COAST HOSPITAL SERVICES, INC., AS PRESENTED.

SPACE COAST RABBI, LLC OPERATING AGREEMENT

Mr. Sitowitz noted that the one component holding up with dissolution of the laundry service was a Rabbi Trust, this was being pulled out of the corporation in order to move forward with dissolving. Discussion ensued and the following motion was made by Mr. Cole, seconded by Dr. Galfo and approved (7 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO RECOMMEND TO THE BOARD OF DIRECTORS TO APPROVE THE OPERATING AGREEMENT FOR SPACE COAST RABBI, LLC, AS PRESENTED.

FY16 FINAL CAPITAL UPDATE & 17 CAPITAL UPDATE

Mr. Sitowitz shared with the committee that the final 2016 Capital budget came in \$784k under budget. He noted there were 19 projects totaling \$1.7M included in the 2017 budget. The committee will be updated every three months.

Mr. Boyles noted he and members of management recently traveled to Atlanta for the mediation with McKesson. He noted that due to failure to make any progress, the lawsuit is moving forward.

DISPOSAL OF SURPLUS PROPERTY

Discussion ensued and the following motion was made by Ms. Crooks, seconded by Mr. Cole, and subsequently tabled until February, due to not having backup documentation (7 ayes, 0 nays, 0 abstentions)

ACTION TAKEN: MOTION TABLED

RECOMMEND TO THE BOARD OF DIRECTORS TO DECLARE THE EQUIPMENT LISTED IN THE REQUESTES FOR DISPOSAL OF OBSOLETE OR SURPLUS PROPERTY

FORMS AS SURPLUS AND OBSOLETE AND DISPOSE OF SAME IN ACCORDANCE WITH FS274.05 AND FS274.96.

OTHER

Mr. Bradford summarized the discussion at the December meeting regarding the need for improvements and potential energy savings on hospital properties. Discussion ensued and the following motion was made by Mr. Cole, seconded by Ms. Crooks and approved (7 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO RECOMMEND THE BOARD OF DIRECTORS DIRECT LEGAL COUNSEL TO PREPARE AN AGREEMENT WITH METRUS ENERGY, INC., FOR THE ENERGY SAVING PROJECT.

QUARTERLY COVA UPDATE

Mr. Sitowitz shared with the committee the team's goal for 2017 is \$500k in savings, and noted that in the first two months, \$127k has been achieved.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 3:08 p.m.

Stan Retz
Chairman



MEMORANDUM

TO: Budget and Finance Committee

FROM: Debbie Davis, MSM, Director of Patient Access
LeeAnn Cottrell, RN, BSN, Executive Director, Information Governance

SUBJECT: Capital Project – Meditech Authorization and Referral Management Software

DATE: March 1, 2017

In today's ever-changing world of healthcare reimbursement, it is imperative that healthcare providers utilize the best tools available to ensure optimum reimbursement for services rendered. The appropriate technology is crucial in managing the referral and authorization functions to minimize the expenditure of human resources while increasing efficiencies.

For more than a year, Parrish Medical Center has been reviewing revenue cycle enhancement options provided by various vendors. While there are a number of vendors that offer excellent options, many of these are geared towards multi-facility organizations and are quite costly. In an effort to contain costs, the decision was made to first look towards Meditech to ensure that we are maximizing our investment in our current system. We are concurrently optimizing what we already have and reviewing other platforms offered by Meditech.

While reviewing other Meditech functionalities, we have determined that their Authorization and Referral Management (ARM) platform would not only replace many of our manual labor-intensive processes, but could also reduce the number of interfaces with other software that may not be quite as effective.

Meditech's ARM solution will provide our organization with the ability to streamline our referral and authorization process throughout scheduling, registration, case management and billing processes. Highlights of this solution are:

- **Worklists** and **reminders** to ensure ease of tracking and managing referrals
- **Accuracy** of records in relation to referrals and authorization
- **Efficiency** by the use of proactive flags to follow-up on reimbursement
- Electronic **verification** of authorizations using HIPAA-compliant means of transaction

Benefits to completing this project include the ability to:

- Capture and link codes to referrals and authorizations
- Efficiently extrapolate enterprise-wide data for proactive reporting
- Improve capability to track authorizations needing immediate review
- Check for duplicate referrals
- Track multiple concurrent authorizations for both inpatient and outpatient services
- Create follow-up letters
- Reduce overtime by streamlining referral and authorization processes by reducing manual processes
- Provide better customer service to patients and referring providers as well as our internal customers

Based on PMC's successful integration of Meditech for our clinical and revenue cycle functions, we believe that the benefit of purchasing the Meditech ARM solution would be the most cost-effective and efficient means of automating our referral and authorization processes.

Perpetual License: \$43,520, implementation: \$14,100, total capital cost: \$57,620, Annual operating service fee \$5,220

Therefore we recommend:

Motion: To recommend the Board of directors approve the proposed, unbudgeted, Meditech Authorization and Referral Management project at a total not-to-exceed capital cost of \$58,000.



MEMORANDUM

To: Budget and Finance Committee

From: Robert Dillow Director of Facilities

Subject: Tube system upgrade
Project #17-661-01

Date: February 24, 2017

This request is for the budgeted purchase of the hospital tube system upgrades approved in the 2017 capital budget. The tube system is used throughout the main facility to transport samples, medications and administrative documents.

The current tube system is at end of life and repair parts are no longer available.

This upgrade includes the replacement of all send/receive stations, operating software, and the blowers associated with the system. The actual tubing within the walls will not be modified.

Motion: To recommend the Board of Directors approve the purchase of the tube system upgrades (Project #17-661-01) at a total cost not to exceed the budgeted amount of \$199,500.

NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
TITUSVILLE, FLORIDA

Request for Disposal of Obsolete or Surplus Property

The assets listed below are considered obsolete, inefficient, or have ceased to serve any useful function. Board approval for disposal is requested.

Asset Description	Asset Control KN #	Purchase Date	Purchase Amount	CE #	Reason for Disposal	Net Book Value (Provided by Finance)	Dept. #
Multi Hip Machine	015083	12-1987	2515.00	00395	Broken/unable to repair	0.00	1481

Requesting Department: Rehabilitation _____ Department Director *Karen Allen*

Net Book Value (Finance) 0.00 *Johnson* 01-31-17 EMC Member *[Signature]* 1/24/17

Sr. VP Finance/CFO *Michael [Signature]* 2-10-17 President/CEO *[Signature]*

Board Approval: (Date) _____ CFO Signature _____

Requestor Notified Finance _____

Asset Disposed of or Donated _____

Removed from Asset List (Finance) _____

Requested Public Entity for Donation _____

Entity Contact _____

Telephone _____

NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
TITUSVILLE, FLORIDA

Request for Disposal of Obsolete or Surplus Property

The assets listed below are considered obsolete, inefficient, or have ceased to serve any useful function. Board approval for disposal is requested.

Asset Description	Asset Control KN #	Purchase Date	Purchase Amount	CE #	Reason for Disposal	Net Book Value (Provided by Finance)	Dept. #
Medtronic ^{Stealth} Nav Arm	KN028640	5/2004	34,499.99		obsolete	0.00	1.351
Stealth Station	KN028640				obsolete		1.351
Treon Plus	KN028151	5/2004	252,133.49			0.00	
Medtronic monitor	KN028151				obsolete		1.351
Stealth Cranial System Instruments	KN028147	5/2004	12,645.00		obsolete	0.00	1.351 / 1.351b

Requesting Department OR/Perioperative Svcs

Department Director Mattie L. O'Quinn

Net Book Value (Finance) Warranty 01-17-17 \$0.00

EMC Member [Signature] 1-19-17

Sr. VP Finance/CFO Michael [Signature] 1-19-17

President/CEO [Signature]

Board Approval: (Date) _____

CFO Signature _____

Requestor Notified Finance _____

Asset Disposed of or Donated _____

Removed from Asset List (Finance) _____

Requested Public Entity for Donation _____

Entity Contact _____

Telephone _____

EXECUTIVE COMMITTEE

Robert L. Jordan, Jr., C.M., Chairman
Herman A. Cole, Jr.
Peggy Crooks
Elizabeth Galfo, M.D.
Stan Retz, CPA
George Mikitarian, President/CEO (non-voting)

**DRAFT AGENDA
EXECUTIVE COMMITTEE
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
MONDAY, MARCH 6, 2017
2nd FLOOR, EXECUTIVE CONFERENCE ROOM**

CALL TO ORDER

- I. Approval of Minutes
Motion to approve the minutes of the January 9, 2017 meeting.
- II. Reading of the Huddle
- III. Public Comment
- IV. Open Forum for PMC Physicians
- V. Attorney Report – Mr. Boyles
- VI. Other
- VII. Executive Session (if necessary)

ADJOURNMENT

NOTE: IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, HE/SHE WILL NEED A RECORD OF PROCEEDINGS AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE A VERBATIM RECORD OF THE PROCEEDINGS IS MADE AND THAT THE RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

PERSONS WITH A DISABILITY WHO NEED A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT MS. LISA CAVALLERO, EXECUTIVE DIRECTOR OF SUPPORT SERVICES, AT 951 NORTH WASHINGTON AVENUE, TITUSVILLE, FLORIDA 32796, AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. FOR INFORMATION CALL (321) 268-6190 OR (321) 383-9829 (TDD).

THIS NOTICE WILL FURTHER SERVE TO INFORM THE PUBLIC THAT MEMBERS OF THE BOARD OF DIRECTORS OF NORTH BREVARD MEDICAL SUPPORT, INC. MAY BE IN ATTENDANCE AND MAY PARTICIPATE IN DISCUSSIONS OF MATTERS BEFORE THE NORTH BREVARD COUNTY HOSPITAL DISTRICT BOARD OF DIRECTORS EXECUTIVE COMMITTEE. TO THE EXTENT OF SUCH DISCUSSIONS, A JOINT PUBLIC MEETING OF THE NORTH BREVARD COUNTY HOSPITAL DISTRICT BOARD OF DIRECTORS EXECUTIVE COMMITTEE AND NORTH BREVARD MEDICAL SUPPORT, INC. SHALL BE CONDUCTED.

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
EXECUTIVE COMMITTEE**

A regular meeting of the Executive Committee of the North Brevard County Hospital District operating Parrish Medical Center was held on January 9, 2017 in the Executive Conference Room.

The following members were present:

Robert L. Jordan, Jr., C.M., Chairman
Herman A. Cole, Jr.
Peggy Crooks
Billie Fitzgerald
George Mikitarian (non-voting)
Stan Retz

Members Absent:
None

Also in attendance were the following Board members:

Elizabeth Galfo, M.D.
Jerry Noffel
Maureen Rupe
Ashok Shah, M.D.

A copy of the attendance roster of others present during the meeting is appended to the file copy of these minutes.

CALL TO ORDER

Mr. Jordan called the meeting to order at 3:06 p.m.

REVIEW AND APPROVAL OF MINUTES

Discussion ensued and the following motion was made by Mr. Retz, seconded by Mr. Cole and approved (5 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 7, 2016 MEETING AS PRESENTED.

PUBLIC COMMENT

There were no public comments.

OPEN FORUM FOR PHYSICIANS

No physicians spoke.

ATTORNEY REPORT

Mr. Boyles noted that the committee approved the CEO's employment agreement earlier in 2016, with a term ending December 2019. The Employment Agreement also provides that if it is ratified in January, 2017, then its term will be extended to December 31, 2020. This is because a majority of Board Members now serving will still be serving through December 31, 2020. Discussion ensued and the following motion was made by Mr. Cole, seconded by Ms. Fitzgerald and approved (4 ayes, 0 nays, 1 abstention [Mr. Jordan abstained due to business relationship])

ACTION TAKEN: MOTION TO RECOMMEND THE BOARD OF DIRECTORS RATIFY THE CEO'S EMPLOYMENT AGREEMENT EFFECTIVE JANUARY 9, 2017.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:10 p.m.

Robert L. Jordan, Jr., C.M.
Chairman

**DRAFT AGENDA
BOARD OF DIRECTORS MEETING - REGULAR MEETING
NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
MARCH 6, 2017
NO EARLIER THAN 3:00 P.M.,
FOLLOWING THE LAST COMMITTEE MEETING
FIRST FLOOR, CONFERENCE ROOM 2/3/4/5**

CALL TO ORDER

- I. Pledge of Allegiance
- II. PMC's Vision – *Healing Families – Healing Communities*
- III. Approval of Agenda
- IV. Review and Approval of Minutes (January 9, 2017)
- V. Recognition(s)
- VI. Open Forum for PMC Physicians
- VII. Public Comments
- VIII. Unfinished Business
- IX. New Business
 - A. North Brevard Medical Support, Inc. Liaison Report – Mr. Retz
- X. Medical Staff Report Recommendations/Announcements – Dr. Ochoa
 - A. Resignations - **For Information Only**
 - Joan McNeela, DPM (Associate Professional/Podiatry)
Effective 2/1/17 – Appointed 2/21/84
 - Patrick Sonsor, MD (Active/Pain Management)
Effective 2/21/17 – Appointed 8/3/09
- XI. Public Comments (as needed for revised Consent Agenda)
- XII. Consent Agenda

A. Finance Committee

1. Recommend the Board of Directors approve the proposed, unbudgeted, Meditech Authorization and Referral Management project at a total not-to-exceed capital cost of \$58,000.
2. Recommend the Board of Directors approve the purchase of the tube system upgrades (Project #17-661-01) at a total cost not to exceed the budgeted amount of \$199,500.
3. Recommend the Board of Directors approve reducing the investment assumption rate for the Defined Benefit Plan from 8.0% to 7.6% effective with
 - The actuarial impact statement for the plan freeze and
 - The GASB 67/68 September 30, 2016 measure date
4. Recommend the Board of Directors to declare the equipment listed in the requests for Disposal of Obsolete or Surplus Property Forms as surplus and obsolete and dispose of same in accordance with FS274.05 and FS274.96.

XIV. Committee Reports

- A. Quality Committee – Mr. Cole
- B. Budget and Finance Committee – Mr. Retz
- C. Executive Committee – Mr. Jordan
- D. Educational, Governmental and Community Relations Committee – Ms. Fitzgerald
- E. Planning, Physical Facilities & Properties Committee (Did Not Meet)

XV. Process and Quality Report – Mr. Mikitarian

- A. Other Related Management Issues/Information
- B. Hospital Attorney - Mr. Boyles

XVI. Other

XVII. Closing Remarks – Chairman

BOARD OF DIRECTORS MEETING
MARCH 6, 2017
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XVIII. Executive Session (if necessary)

XIX. Open Forum for Public

ADJOURNMENT

NOTE: IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, HE/SHE WILL NEED A RECORD OF PROCEEDINGS AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE A VERBATIM RECORD OF THE PROCEEDINGS IS MADE AND THAT THE RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

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**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
BOARD OF DIRECTORS – REGULAR MEETING**

A regular meeting of the Board of Directors of the North Brevard County Hospital District operating Parrish Medical Center was held on January 9, 2017 in Conference Room 2/3/4/5, First Floor. The following members were present:

Herman A. Cole, Jr., Chairman
Peggy Crooks
Billie Fitzgerald
Elizabeth Galfo, M.D.
Robert L. Jordan, Jr., C.M.
Jerry Noffel
Stan Retz, CPA
Maureen Rupe
Ashok Shah, M.D

Member(s) Absent:

Jerry Noffel left the at 3:58 pm.

A copy of the attendance roster of others present during the meeting is appended to the file copy of these minutes.

CALL TO ORDER

Mr. Cole called the meeting to order at 3:36 p.m.

PLEDGE OF ALLEGIANCE

Mr. Cole led the Board of Directors, staff and public in reciting the Pledge of Allegiance.

PMC'S VISION – *Healing Families – Healing Communities*®

Mr. Cole led the Board of Directors, staff and public in reciting PMC's Vision – *Healing Families – Healing Communities*®.

APPROVAL OF AGENDA

Mr. Cole asked for approval of the agenda in the packet. Discussion ensued and the following motion was made by Mr. Jordan, seconded by Ms. Crooks and approved (9 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO APPROVE THE AGENDA AS PRESENTED.

RECOGNITIONS – Robin Fisher, Former D1 County Commissioner

Mr. Cole, on behalf of the Board, thanked and congratulated Mr. Fisher for his eight years of service as the County Commissioner for North Brevard County. Mr. Fisher thanked the Board for their support during his tenure. Mr. Fisher was presented a plaque as a token of appreciation.

Ara Deukmedjian, MD

Mr. Cole, on behalf of the Board, thanked Dr. Deukmedjian for serving as Medical Staff President for the last two years. Dr. Deukmedjian thanked the Board for their support and collaborative efforts. Dr. Deukmedjian was presented a framed print as a token of appreciation.

Denis Perez, MD

Denis Perez, MD, PA-C has satisfactorily completed the 2016 Maintenance of Certification assignment.

SECRETARY'S REPORT & ELECTION OF OFFICERS

Mr. Cole reviewed the process for the election of officers; and turned the meeting over to Billie Fitzgerald, Secretary of the North Brevard County Hospital District.

Ms. Fitzgerald indicated that Mr. Cole had been nominated for Chairperson, Mr. Jordan for Vice Chairperson, Mrs. Crooks for Secretary, Mr. Retz for Treasurer, and Ms. Rupe for Member-at-Large. The Board then opened the floor for nominations for each officer.

Immediately after nominations are closed for each office, the election for that officer will be held. Ballots will then be distributed, dated and signed by each Board Member. The tellers will count the ballots and provide the results to the Chairperson.

Ms. Fitzgerald then nominated Mr. Boyles and Mr. Kancilia as tellers to distribute, collect and count the ballots.

Ms. Fitzgerald asked for a motion to approve the appointment of Mr. Boyles and Mr. Kancilia as Tellers. A Motion was made to that effect and unanimously approved.

Election of Chairperson

Ms. Fitzgerald indicated that Mr. Cole had been nominated as Chairperson and no other names were presented. Mr. Jordan moved to close the nominations, which was seconded by Dr. Galfo and approved unanimously. Mr. Boyles distributed the ballots for Chairperson, which were marked and collected. Mr. Boyles and Mr. Kancilia counted the ballots and

recorded the results. Mr. Cole announced the results, stating that he was elected as Chairperson. He also noted the ballots will be held for one year after the election.

ACTION TAKEN: MR. COLE ELECTED AS CHAIRPERSON OF THE BOARD OF DIRECTORS.

Mr. Noffel left the meeting at 3:58 p.m.

Election of Vice-Chairman

Ms. Fitzgerald indicated that Mr. Jordan had been nominated as Vice Chairperson and no other names were presented. Ms. Crooks nominated Mr. Retz for Vice Chairperson and his name was added to the ballot. Mr. Jordan moved to close the nominations, which was seconded by Dr. Galfo and approved unanimously. Mr. Noffel was not present for this election. Mr. Boyles distributed the ballots for Vice Chairperson, which were marked and collected. Mr. Boyles and Mr. Kancilia counted the ballots and recorded the results. Mr. Cole announced the results, stating that Mr. Jordan was elected as Vice Chairperson.

ACTION TAKEN: MR. JORDAN ELECTED AS VICE-CHAIRPERSON OF THE BOARD OF DIRECTORS.

Election of Secretary

Ms. Fitzgerald indicated that Ms. Crooks had been nominated as Secretary and no other names were presented. Mr. Jordan moved to close the nominations, which was seconded by Mr. Cole and approved unanimously. Mr. Noffel was not present for this election. Mr. Boyles distributed the ballots for Secretary, which were marked and collected. Mr. Boyles and Mr. Kancilia counted the ballots and recorded the results. Mr. Cole announced the results, stating that Ms. Crooks was elected as Secretary.

ACTION TAKEN: MS. CROOKS ELECTED AS SECRETARY OF THE BOARD OF DIRECTORS.

Election of Treasurer

Ms. Fitzgerald indicated that Mr. Retz had been nominated as Treasurer and no other names were presented. Mr. Jordan moved to close the nominations, which was seconded by Dr. Galfo and approved unanimously. Mr. Noffel was not present for this election. Mr. Boyles distributed the ballots for Treasurer, which were marked and collected. Mr. Boyles and Mr. Kancilia counted the ballots and recorded the results. Mr. Cole announced the results, stating that Mr. Retz was elected as Treasurer.

ACTION TAKEN: MR. RETZ ELECTED AS TREASURER OF THE BOARD OF DIRECTORS.

Election of Member-at-Large

Ms. Fitzgerald indicated that Ms. Rupe had been nominated as Member-at-Large and no other names were presented. Ms. Crooks nominated Dr. Galfo. Mr. Jordan moved to close the nominations, which was seconded by Mr. Retz and approved unanimously. Mr. Boyles distributed the ballots for Member-at-Large, which were marked and collected. Mr. Noffel was not present for this election. Mr. Boyles and Mr. Kancilia counted the ballots and recorded the results. Mr. Cole announced the results, stating that it was a tie, each candidate received 4 votes. Ms. Rupe withdrew her nomination and Mr. Boyles then distributed new ballots for Member-at-Large, which were marked and collected. Mr. Boyles and Mr. Kancilia counted the ballots and recorded the results. Mr. Cole announced the results, stating that Dr. Galfo was elected as Member-at-Large.

ACTION TAKEN: DR. GALFO ELECTED AS MEMBER-AT-LARGE OF THE BOARD OF DIRECTORS.

REVIEW AND APPROVE OF MINUTES

Discussion ensued and the following motion was made by Mr. Retz, seconded by Mr. Jordan and approved (8 ayes, 0 nays, 0 abstentions) Mr. Noffel was not present when the vote was taken.

ACTION TAKEN: MOTION TO APPROVE THE NOVEMBER 7, 2016 MEETING MINUTES, AS PRESENTED.

OPEN FORUM FOR PMC PHYSICIANS

There were no physician comments.

PUBLIC COMMENTS

There were no public comments.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

MEDICAL STAFF REPORT RECOMMENDATIONS/ANNOUNCEMENTS

Mr. Boyles noted that Item A (Medical Staff Bylaws – Call) is being deferred for two months.

Resignations

Resignations were noted for information only, no action required.

PUBLIC COMMENTS

There were no public comments regarding the revised consent agenda.

CONSENT AGENDA

Discussion ensued and the following motion was made by Mr. Retz, seconded by Dr. Galfo and approved (8 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO APPROVE THE FOLLOWING CONSENT AGENDA ITEMS:

- A. Finance Committee
 - 1. Recommend the Board of Directors to approve the dissolution agreement for Space Coast Hospital Services, Inc., as presented.
 - 2. Recommend to the Board of Directors to approve the operating agreement for Space Coast Rabbi, LLC, as presented.
 - 3. Recommend the Board of Directors direct legal counsel to prepare an agreement with Metrus Energy, Inc. for the Energy Savings Project.
- B. Executive Committee
 - 1. Recommend the Board of Directors ratify the CEO's employment agreement effective January 9, 2017.

COMMITTEE REPORTS

Quality Committee

Mr. Cole reported all items were covered during the meeting.

Budget and Finance Committee

Mr. Retz reported all items were covered during the meeting and on the consent agenda.

Executive Committee

Mr. Jordan reported all items were covered during the meeting and on the consent agenda.

Educational, Governmental and Community Relations Committee

Ms. Fitzgerald reported all items were covering during the meeting.

Planning, Physical Facilities and Properties Committee

Mr. Jordan reported the Planning Committee did not meet.

PROCESS AND QUALITY REPORT

No additional information was presented.

Hospital Attorney

Legal counsel had no report.

OTHER

No other business was discussed.

CLOSING REMARKS

Mr. Cole noted Trivia Super Bowl benefiting The Women's Center will be held Saturday, February 4th at 5:00 p.m. at Indian River Preserve.

OPEN FORUM FOR PUBLIC

There were no public comments made.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 4:11 p.m.

Herman A. Cole, Jr.
Chairman

**NORTH BREVARD MEDICAL SUPPORT, INC.
BOARD OF DIRECTORS MEETING
FEBRUARY 9, 2017**

Minutes

A meeting of the North Brevard Medical Support, Inc. (NBMS) Board of Directors was held February 9, 2017 at 1:41 p.m. at Parrish Medical Center, Titusville, Florida. The following members representing a quorum were present:

George Mikitarian, Chairman
Elizabeth Galfo, M.D.
Stan Retz, Vice Chairman
Gene Segó
Bill Terry

CALL TO ORDER

Mr. Mikitarian called the meeting to order at 1:41 p.m.

ADDITIONAL AGENDA ITEMS

No additional items were presented for consideration.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

REVIEW AND APPROVAL OF MINUTES

Discussion ensued and the following motion was made by Dr. Galfo, seconded by Mr. Terry and approved (5 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO APPROVE THE NOVEMBER 10, 2016 MEETING MINUTES AS PRESENTED.

COMMUNITY BEHAVIORAL HEALTH INITIATIVES

Dr. Louis Joseph provided a PowerPoint presentation regarding Mental Health Service Development in North Brevard. He noted mental health spans from pediatric to adult populations. Dr. Joseph discussed the Hannah's Heroes and Sources of Strength programs. He discussed collaboration with Mayo, Brevard Public School, and Florida Institute of Technology. Copies of the PowerPoint presentation are appended to the file copy of these minutes.

SPACE COAST HOSPITAL SERVICES

Mr. Sitowitz shared with the committee that all outstanding issues with the laundry service have been addressed and after much anticipation, it was ready to be dissolved. Discussion ensued and the following motion was made by Mr. Terry, seconded by Dr. Galfo and approved (5 ayes, 0 nays, 0 abstentions)

ACTION TAKEN: MOTION TO RECOMMEND TO THE BOARD OF DIRECTORS TO APPROVE THE DISSOLUTION AGREEMENT FOR SPACE COAST HOSPITAL SERVICES, INC., AS PRESENTED.

SPACE COAST RABBI, LLC OPERATING AGREEMENT

Mr. Sitowitz noted that the one component holding up with dissolution of the laundry service was a Rabbi Trust, this was being pulled out of the corporation in order to move forward with dissolving. Discussion ensued and the following motion was made by Dr. Galfo, seconded by Mr. Terry and approved (5 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: MOTION TO RECOMMEND TO THE BOARD OF DIRECTORS TO APPROVE THE OPERATING AGREEMENT FOR SPACE COAST RABBI, LLC, AS PRESENTED.

FINANCIAL STATEMENTS

North Brevard Medical Support

Mr. Sitowitz presented the financial statements for North Brevard Medical Support, and highlighted the most significant revenue and expense items. Discussion ensued and the following motion was made by Dr. Galfo, and seconded by Mr. Terry and approved (5 ayes, 0 nays, 0 abstentions).

MOTION TO APPROVE THE NBMS FINANCIAL STATEMENTS AS PRESENTED.

Florida Health Network

Mr. Sitowitz presented the financial statements for the Florida Health Network, and highlighted the most significant revenue and expense items. Discussion ensued and the following motion was made by Dr. Galfo, and seconded by Mr. Terry and approved (5 ayes, 0 nays, 0 abstentions).

MOTION TO APPROVE THE FLORIDA HEALTH NETWORK FINANCIAL STATEMENTS AS PRESENTED.

CHILDREN'S CENTER QUARTERLY REPORT

Ms. Duester noted the Children's Center quarterly report was included in the packet for information, no action is required, and noted the upcoming Kiwi Tennis Tournament, benefiting JPMF and PMC's Cancer Center.

OTHER

Mr. Mikitarian noted that this would be Dr. Galfo's last meeting as a NBMS Board member, and the Nominating Committee met to discuss her replacement. Discussion ensued and the following motion was made by Mr. Terry. Seconded by Mr. Retz and approved (5 ayes, 0 nays, 0 abstentions).

ACTION TAKEN: TO ACCEPT THE MOTION FROM THE NOMINATING COMMITTEE TO SELECT ANNETHA JONES TO FILL THE SEAT AND REMAINDER OF TERM OF DR. GALFO.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:36 p.m.

George Mikitarian, Chairman

NBMS BOARD OF DIRECTORS

FEBRUARY 9, 2017

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Others Present:

Lori Duester, Manager, Children's Center

Tracy Hudgens, Executive Secretary

Louis Joseph, M.D.

Chris McAlpine, Sr. Vice President, Administration Transformation

Felicia Rabsatt-Harris, Executive Director, Physician Practices

Mike Sitowitz, Controller

Greg Smith, Manager, Business Development

**NORTH BREVARD MEDICAL SUPPORT, INC.
BOARD OF DIRECTORS
NOMINATING COMMITTEE MINUTES
FEBRUARY 9, 2017**

Minutes

A special meeting of the North Brevard Medical Support, Inc. (NBMS) Board of Directors Nominating Committee was held February 9, 2017 at 1:15 p.m. at Parrish Medical Center, Titusville, Florida. The following members, representing a quorum, were present:

George Mikitarian, Chairman
Stan Retz
Gene Segó

CALL TO ORDER

Mr. Mikitarian called the meeting to order at 1:15 p.m.

SLATE OF NOMINEES

Mr. Mikitarian stated that the purpose of the meeting is to discuss the Board seat of one of the elected directors (Dr. Elizabeth Galfo). Mr. Mikitarian advised that Dr. Galfo's seat is one of two community representatives that make up the Board. Dr. Galfo was recently appointed Member-At-Large on the Parrish Medical Center Board, and per NBMS Bylaws, Article IV, Section 4.02(d), can no longer hold a seat on NBMS. Discussion ensued and Mr. Retz nominated Annetha Jones. Mr. Mikitarian recommended the nominations be closed and Mr. Retz made the following motion, which was seconded by Mr. Segó and approved (3 ayes, 0 nays, 0 abstentions).

MOTION: TO SELECT ANNETHA JONES TO FILL THE SEAT AND REMAINDER OF TERM OF ONE OF THE ELECTED DIRECTORS AND PRESENT HER NAME TO THE BOARD OF DIRECTORS AT THE NEXT MEETING ON FEBRUARY 9, 2017.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:28 p.m.

George Mikitarian, Chairman

**NORTH BREVARD COUNTY HOSPITAL DISTRICT
OPERATING
PARRISH MEDICAL CENTER
MEDICAL EXECUTIVE COMMITTEE MEETING – REGULAR**

FEBRUARY 21, 2017

The regular meeting of the Medical Executive Committee of the North Brevard County Hospital District operating Parrish Medical Center was held February 21, 2017, at 6:00 pm in the Conference Center. A quorum was determined to be present.

CALL TO ORDER

Dr. Ochoa, Chairman, called the meeting to order at 6:03 pm.

REVIEW AND APPROVAL OF MINUTES

The following motion was made, seconded, and approved unanimously.

ACTION TAKEN: MOTION TO APPROVE THE PREVIOUS MEETING MINUTES (January 17, 2017) AS WRITTEN AND DISTRIBUTED.

ACTION TAKEN: Noted by the Committee.

UNFINISHED BUSINESS – Financial Interest

The Committee reviewed Policy 9900-67, Financial Interest and the executed forms from all Committee members. Copies are appended to the file copy of these minutes.

ACTION TAKEN: Noted by Committee.

The Joint Commission

The 2017 Hospital National Safety Patient Goals will remain in the books and included in the packet each month as a resource. A copy is appended to the file copy of these minutes.

ACTION TAKEN: Noted by the Committee.

HCAHPS –Not Available

The HCAHPS matrix was not available.

ACTION TAKEN: Noted by the Committee.

Quality

The Committee reviewed the Board Quality minutes (December 5, 2016), and the Quality Value Dashboard for February 2017. Copies are appended to the file copy of these minutes.

ACTION TAKEN: Noted by the Committee.

Follow-up MEC Item – Order Set List to Retire Due to Inactivity

The Committee reviewed the list of order sets to retire due to inactivity. Diagnostic Imaging submitted five (5) numbers to keep (E335, E752, E895, E1017, and E1062). Copies of the original list and Diagnostic Imaging list to keep are appended to the file copy of these minutes. The following motion was made, seconded and approved unanimously.

ACTION TAKEN: MOTION TO RETIRE THE ORDER SETS LIST DUE TO INACTIVITY EXCEPT FOR E335, E752, E895, E1017, AND E1062.

Thank You Letter 2016 Donations– Jess Parrish Medical Foundation

The Committee reviewed the thank you letter from the Jess Parrish Medical Foundation dated January 31, 2017 detailing the list of 2016 donation. A copy if appended to the file copy of these minutes.

ACTION TAKEN: Noted by the Committee.

NEW BUSINESS - Resignation(s)

The Committee reviewed the following resignation(s). Copies are appended to the file copy of these minutes.

- Joan McNeela, DPM (Associate Professional/Podiatry) – Effective February 1, 2017/Appointed February 21, 1984.
- Patrick Sonser, MD (Active/Pain Management) – Effective February 21, 2017/Appointed August 3, 2009.

ACTION TAKEN: Noted by Committee.

Reporting Requirement - 2016 Cardiac Catherization Procedures

The Committee reviewed the 2016 Cardiac Catherization Procedures Report per Policy 9900-22, Criteria for Diagnostic Cardiac Catheterization/Angiography Credentialing. A copy of the report and policy are appended to the file copy of these minutes.

ACTION TAKEN: Noted by Committee.

For Information Only

The Committee noted the following for the Committee's review. Copies are appended to the file copy of these minutes.

1. Joint Commission *Perspectives* – February 2017

Information/Education items sent by Courier to the Medical Staff to be noted in the minutes. Copies are appended to the file copy of these minutes.

1. BIMDA Business of Medicine Flyer – March 4, 2017
2. Meditech Enhancements – January 25, 2017
3. Meditech Enhancements – February 1, 2017
4. Meditech Enhancements – February 8, 2017
5. Meditech Enhancements – February 15, 2017
6. Meditech Enhancements – February 22, 2017

ACTION TAKEN: Noted by the Committee.

REPORT FROM ADMINISTRATION - Board of Directors Minutes, Game Plan Score Card, and Financials/Budget

The Committee reviewed the Board of Directors Regular Board of Directors Meeting minutes (December 5, 2016) from the December Board of Directors packet. Copies are appended to the file copy of these minutes.

ACTION TAKEN: Noted by the Committee.

Compliments

The Committee reviewed the compliments for February for Dr. Joseph Ford. A copy is appended to the file copy of these minutes.

ACTION TAKEN: Noted by the Committee.

CONSENT AGENDA

Dr. Ochoa asked the Committee if anyone wished to remove an item. Copies are appended to the file copy of these minutes. Discussion ensued and the following motion was made, seconded and approved unanimously.

ACTION TAKEN: MOTION TO APPROVE THE FOLLOWING CONSENT AGENDA ITEM:

- A. Diagnostic Imaging Critical Values – Examples (Approved January 17, 2017)**

COMMITTEE REPORT(S)

The Committee reviewed the committee minute(s) of Intensive Care Committee (February 9, 2017). Discussion ensued and the following motion was made, seconded and unanimously approved.

ACTION TAKEN: MOTION TO ACCEPT THE COMMITTEE REPORT(S) AS PRESENTED.

CLINICAL DEPARTMENT REPORT(S)

The Committee reviewed the department minute(s) of Anesthesiology (February 8, 2017), Diagnostic Imaging (January 17, 2017), Emergency Medicine (January 24, 2017), Family Practice (February 13, 2017), OB/Gyn (January 18, 2017) and Pediatrics (January 27, 2017). A copy is appended to the file copy of these minutes. Discussion ensued and the following motion was made, seconded and unanimously approved.

ACTION TAKEN: MOTION TO ACCEPT THE CLINICAL DEPARTMENT REPORT(S) AS PRESENTED.

OPEN FORUM

At the Medicine meeting it was asked if more information was going to be offered regarding MACRA rules updates.

ACTION ITEM: The MEC would like a presentation on MACRA rules updates to be given at the upcoming Medical Staff meeting on March 7, 2017.

At the Medicine meeting, it was discussed that physicians are not being notified when a complaint has been logged against them.

ACTION ITEM: Dr. Tronetti will rework the algorithm in the policy for submission. Dr. Tronetti was given copies of the following policies:

- ***9500-07 – Quality Improvement Performance Plan***
- ***9500-8012 – Risk Management Plan***

At the Medicine meeting, it was discussed that peer review should not be conducted at a subcommittee meeting of Cardiology.

ACTION TAKEN: Only teaching/educational reviews may be conducted at a subcommittee meeting.

MEETINGS

- A. Ad Hoc Credentials Review Committee Executive Session, March 6, 2017, Vice President - Nursing Conference Room, Time TBD
- B. Quality Committee, March 6, 2017, Executive Conference Room (ECR), Noon
- C. Budget & Finance Committee, March 6, 2017, Executive Conference Room
- D. Board of Directors Executive Committee, March 6, 2017, Executive Conference Room

MEDICAL EXECUTIVE COMMITTEE – REGULAR
FEBRUARY 21, 2017
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- E. Board of Directors Executive Session, March 6, 2017, Executive Conference Room, (To commence no earlier than 2:00 pm)
- F. Educational, Governmental and Community Relations Committee, March 6, 2017, First Floor, Conference Center
- G. Planning, Physical Facilities and Properties Committee, March 6, 2017 First Floor, Conference Center
- H. Board of Directors, March 6, 2017, First Floor, Conference Center, (To begin no earlier than 4:30 pm immediately following the last Committee meeting).
- I. Joint Conference Committee – TBA
- J. Medical Staff Meetings – first Tuesday each quarter (March, June, and September) at 6:00 pm. The annual meeting in December begins immediately following dinner at 5:30 pm, Conference Center.
- K. Credentials and Medical Ethics Committee, second Monday of each month, Conference Center, 6:00 pm.

ACTION TAKEN: Noted by the Committee.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:24 pm.

Aluino Ochoa, MD
President/Medical Staff

Pedro Carmona, MD
Secretary - Treasurer

Erwin, Jonda

From: Patrick Sonser <sonsermd@yahoo.com>
Sent: Tuesday, February 21, 2017 3:35 PM
To: Erwin, Jonda
Subject: Privileges - Dr. Sonser

As we previously discussed, I will no longer need my privileges at PMC.

It has been a pleasure working with you. You are great at what you do.

Patrick Sonser, MD

Sent from my iPhone

Erwin, Jonda

From: Dr. Joan McNeela <jmh0724@bellsouth.net>
Sent: Wednesday, February 01, 2017 3:29 PM
To: Erwin, Jonda
Subject: resignation

Attn: Jonda Erwin

I would like to submit my resignation from the associate medical staff. I am no longer practicing and have dropped my medical malpractice insurance and DEA license.
Please call if you have any questions.

Thanks,
Joan McNeela, DPM